

March 8, 2018

Rosemarie Kelley  
Director, Office of Civil Enforcement  
Environmental Protection Agency  
Washington, DC

Dear Ms. Kelley:

Senior management has approved your reassignment to the SES position of Director, Office of Civil Enforcement, ES-0905-00. This position is located in the Office of Enforcement and Compliance Assurance, Office of Civil Enforcement, Immediate Office. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective March 18, 2018. If you have any questions about this reassignment, please contact me at (202) 564-0570.

Sincerely,

Patricia Moore, Human Resources Specialist  
Human Resources Management Div, OARM-RTP

Attachment:  
Acknowledgement of Reassignment

## ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Director, Office of Civil Enforcement, ES-0905-00. This position is located in the Office of Enforcement and Compliance Assurance, Office of Civil Enforcement, Immediate Office with an official duty station of Washington, DC.

I wish to:

☐ wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

☒

waive the 15 calendar day notice period and have the reassignment effective March 18, 2018. (please check block)

Signature:

Rosemarie Kelley

Date:

3/9/18

Please send a signed copy via e-mail or fax (202-564-9612) to Patricia Moore.